



Classification Specification

PARAPROFESSIONAL II-CHILD CARE

Department:	Quality Care
Reports To:	Program Supervisor-Childcare
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Serve as the associate teacher in a site program with more than 30 students; plan and supervise activities to meet the needs and interests of children, utilizing knowledge of school age child development.

Distinguishing Characteristics:

Incumbents at the Instructional Assistant II-Child Care level are required to have twelve (12) early childhood education (ECE) units and more years of experience and may serve as an associate teacher in a classroom with more than 30 students. In addition, incumbents at the Instructional Assistant II-Child Care level plan and implement curriculum. The Instruction Assistant I-Child Care is the entry-level in the series. Positions at this level are distinguished from the journey-level Instruction Assistant II-Child Care in that more routine functions are performed with less independence. Assignments are generally limited in scope and are set within procedural frameworks established by higher-level positions. Incumbents are required to have six (6) early childhood education (ECE) units.

Essential Duties and Responsibilities:

- Plan and implement curriculum for students in a school age child development program that supports the school program and addresses various areas of childhood development, including social, emotional, physical, and cognitive domains; create a weekly written curriculum plan that is accessible to parents and supervisors; provide assistance to student based on their individual needs.
- Develop student awareness and participation in caring for the environment; facilitate opportunities for real-life activities that support the acquisition of self-help skills.
- Maintain learning environment in a safe, orderly, and clean manner.
- Observe and control behavior of children in the classroom according to approved procedures; monitor children during outdoor activities.
- Assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.

- Prepare and maintain records and reports related to assigned activities; ensure sign-in sheets are completed; complete injury/accident reports and behavior reports as needed; communicate incidents regarding injuries or behavior to staff and families according to established procedures.
- Assist in the development and improvement of the before and after school program; respond to family requests and communicate to all appropriate staff; use referral procedures to help families identify and independently use community, state, and federal resources; contribute to the program evaluation.
- Understand and implement basic health and safety practices in the classroom, including the handling of illnesses; administer first aid/CPR as necessary.
- Attend and participate in meetings and professional growth opportunities.
- Operate office and classroom equipment included a computer and assigned software.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Principles and practices of early child development, including proper care and discipline.
- Health and safety practices.
- Child abuse reporting laws and procedures.
- Department processes and procedures.
- Instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- First Aid/CPR procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- Resources available locally or regionally to support families with needs.

Ability to:

- Plan curriculum and activities appropriate to the age level assigned.
- Foster a stimulating, accepting learning environment.
- Work independently and follow through on assignments with minimal direction.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Observe health and safety regulations.
- Administer first aid/CPR as necessary.
- Work as part of a collaborative team.

Education: Associate's degree in a related field or two (2) years of college-level coursework from an accredited college or university including twelve (12) units of early childhood education (ECE) or child development (CD) coursework that includes core courses.

Experience: One (1) year of experience working with children in a learning, child care, or similar environment.

Licenses, Certifications, and other requirements:

- Valid Child Care Associate Teacher Permit.
- Valid first aid/CPR Certification.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor/classroom environment.
- Moderate noise levels, interacts with children and adults.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work sitting at a desk or table, see for the purpose of reading or observing students; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; operate computers and other office equipment.
- The employee may frequently be required to stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.
- The employee may occasionally be required to lift and/or move objects up to twenty-five (25) pounds in weight.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.